

# AGENDA



## CHEROKEE COUNTY BOARD OF SOCIAL SERVICES

**Tuesday, July 11th, 2017 at 4:30 PM**

Cherokee County DSS  
4800 W US Highway 64, Murphy NC

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1. Board Meeting Minutes for June 2017
2. Director's Items
  - Legislation Updates
  - Energy Programs Outreach Plan
3. Statistical Report
4. Other Business
5. Adjournment

MINUTES  
CHEROKEE COUNTY BOARD OF SOCIAL SERVICES  
Tuesday, July 11, 2017

The Cherokee County Board of Social Services met on Tuesday, July 11, 2017 at 4:30pm for its regular monthly meeting. The meeting was held in the Conference Room at Cherokee County Department of Social Services. The meeting was called to order by Ms. Karen Kephart. Also present were board members James Jallah, Dr. Dan Eichenbaum and Robert Merrill, Business Officer Mandi Amos and Director Cindy Palmer.

The minutes from the previous meeting were approved after a motion by Mr. James Jallah, a second by Dr. Dan Eichenbaum and a unanimous vote.

Director Palmer discussed legislation update. HB 630 was passed and was amended to make regionalization optional. Director Palmer discussed the Energy Programs Outreach Plan. Mr. James Jallah made motion to accept plan with one correction on contact information. Motion was second by Mr. Robert Merrill. All in favor of plan.

The board then discussed the statistical report.

APS numbers have remained consistent for the past three years.

CPS numbers are leveling out. Director believes there were possibly accounting errors that have since been corrected.

FNS numbers have declined but that is considering ABAWD (Able Bodied Adults Without Dependents). It is also thought to be due to an upswing in the economy, and more people finding more work.

Child care has entered into the NC FAST system without any issues so far.

Child welfare will be entering NC FAST next year. We are expecting there to be issues, but hope to be able to work through them.

Budget cuts have hit mental health hard. This is concerning for our families that struggle to get mental health services as the situation is now. Cutting the health care system will cause more problems for our families. Our adult services unit has to do MDE's (Multi-disciplinary Examinations) on adults to determine competency. VAYA was paying for these after a very small amount of State money is expended, but they informed counties last week they would not be able to do that anymore. The expense will fall to the counties. Discussion held about plans counties are trying to come up with to help offset this cost.

Personnel Changes:

Patricia Simonds, CSS (Child Support Supervisor), retired.

Cathy Hurt was moved to the CSS position.

Becky McMullen was hired to replace Molly Sawyer. We hired the Community Social Services position as a part time position to better use time. Most visits occur during after-school hours.

Cindy Coleman has returned on a part time basis to help in foster care, and will be assisting with Intake while Intake SW Brittany Davis is on maternity leave.

SW Travis Swain will be resigning effective the end of this week. That position has been posted and we are receiving applications.

We received approval for the Foster Care position, but still have not heard about the Lead Worker position.

Being no other business, motion made to adjourn by Ms. Karen Kephart. Second by Dr. Dan Eichenbaum. All in favor.  
The meeting was adjourned.

Respectfully Submitted: Cindy Palmer  
Director

Approved: Karen Kephart  
Board Chair

# AGENDA



## CHEROKEE COUNTY BOARD OF SOCIAL SERVICES Tuesday, August 8th, 2017 at 4:30 PM

Cherokee County DSS  
4800 W US Highway 64, Murphy NC

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1. Board Meeting Minutes for July 2017
2. Director's Items
3. Statistical Report
4. Other Business
5. Adjournment

MINUTES  
CHEROKEE COUNTY BOARD OF SOCIAL SERVICES

Tuesday, August 8, 2017

The Cherokee County Board of Social Services met on Tuesday, August 8, 2017 at 4:30pm for its regular monthly meeting. The meeting was held in the Conference Room at Cherokee County Department of Social Services. The meeting was called to order by Ms. Karen Kephart. Also present were board members James Jallah, Dr. Dan Eichenbaum and Robert Merrill, Business Officer Mandi Amos and Director Cindy Palmer.

The minutes from the previous meeting were approved after a motion by Mr. James Jallah, a second by Mr. Robert Merrill and a unanimous vote.

SW Tami Mileti spoke with the board about her position as Foster Care SW and LINKS worker. Eight foster children graduated from high school this year; this is the largest number of graduates we have had in one year. SW Mileti spoke of the children's future plans. SW Mileti explained the Foster Care 18-21 program; children who age out of foster care can still get help with housing, and other needs until they are 21 as long as they agree to participate in the program. The child has to be willing to participate, and has to go to court and tell the judge that they wish to participate. SW Mileti also discussed LINKS, the independent living program. This program is designed to help prepare foster children for their transition into adulthood. It can help pay for cars, insurance, or things needed for work; they receive incentives for things like applying for jobs, volunteering, and postponing parenthood. SW Mileti currently has 50 children on her LINKS caseload; unlike many other counties, Cherokee County participates very strongly in this program.

Director Palmer discussed the new plan NC has proposed for Medicaid Managed Care. Copies of the plan will be emailed to board members. Dr. Eichenbaum explained complications of Managed Care, and does not think it will be successful. Managed Care is expected to start July 2019.

The board then discussed the statistical report.

- Expenditures and Revenues look out of the norm, because of the first of the fiscal year. Many purchase orders have already entered, which shows expenditures to be higher than they actually are.
- CPS In-Home cases are down and the number of CPS reports are down. This is a welcome reprieve- giving CPS workers an opportunity to catch up on cases.
- Foster Care- We are getting more and more teenagers. Placement is very complicated with teenagers.
- Medicaid Transportation-is down. Many agencies (Group homes) decided not to claim expenditures once NEMT went into NC FAST.
- Medicaid participation has decreased. This is based on the waiver being lifted that required the agency to put people on Family Planning Medicaid if they qualified. Now people can decline if they don't need family planning services.

Personnel Changes:

- Cathy Hurt was promoted to the Child Support Supervisor position, after retirement of Patricia Simonds.
- Becky McMullen was hired as the transportation and visitation aid; she replaced Molly Sawyer.
- Cindy Coleman has returned on a part time basis; she will assist foster care, and with Intake while Intake SW Brittany Davis is on maternity leave.
- SW Travis Swain resigned 07/14/17. We are in the process of filling that position.
- Connie Fowler was chosen as the IM Lead Worker.
- Current positions open are IMC, Office Assistant IV, and SWIA&T.

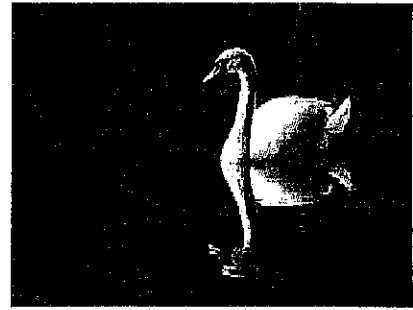
Director Palmer gave information that had been released about the aging in NC, and Cherokee County. Director Palmer also spoke of the rehabilitation of opioid addicts is three to five years. That does not coincide with the 12 months DSS has to find permanency for children. This is a major contributing factor for recidivism.

Being no other business, motion made to adjourn by Ms. Karen Kephart. Second by Dr. Dan Eichenbaum. All in favor. The meeting was adjourned.

Respectfully Submitted: Cindy Palmer  
Director

Approved: J. Turnel  
Board Chair

# AGENDA



## CHEROKEE COUNTY BOARD OF SOCIAL SERVICES Tuesday, September 12th, 2017 at 4:30 PM

Cherokee County DSS  
4800 W US Highway 64, Murphy NC

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1. Board Meeting Minutes for August 2017
2. Director's Items
3. Statistical Report
4. Other Business
5. Adjournment

MINUTES  
CHEROKEE COUNTY BOARD OF SOCIAL SERVICES  
Tuesday, September 12, 2017

The Cherokee County Board of Social Services met on Tuesday, September 12, 2017 at 4:30pm for its regular monthly meeting. The meeting was held in the Conference Room at Cherokee County Department of Social Services. The meeting was called to order by Mr. Robert Merrill. Also present were board members James Jallah and Dr. Dan Eichenbaum, Business Officer Mandi Amos and Director Cindy Palmer.

The minutes from the previous meeting were approved after a motion by Dr. Dan Eichenbaum, a second by Mr. James Jallah and a unanimous vote.

Director Palmer discussed ongoing issues workers are having at court. Director Palmer discussed ways the agency is working to correct issues. Director Palmer meets with social workers and supervisors after court dates to discuss issues. Workers are training on their court weaknesses. For example, a social worker with a fear of public speaking, is working on overcoming that issue.

The board then discussed the statistical report.  
-CPS numbers are consistent.  
-There were two adoptions completed this month.

Personnel Changes:

Connie Fowler was chosen as the IM Lead Worker.

Current positions open are IMC, Office Assistant IV, and SWIA&T.

Being no other business, motion made to adjourn by Mr. James Jallah. Second by Dr. Dan Eichenbaum. All in favor. The meeting was adjourned.

Respectfully Submitted: \_\_\_\_\_

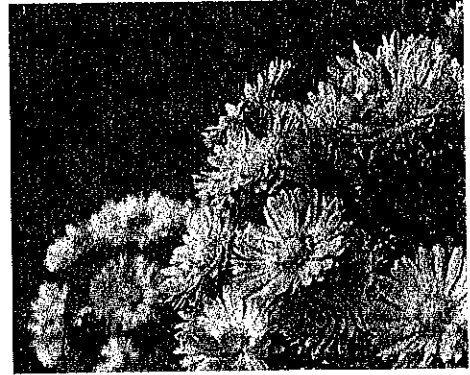
  
Director

Approved: \_\_\_\_\_

  
Board Chair



# AGENDA



## CHEROKEE COUNTY BOARD OF SOCIAL SERVICES Tuesday, October 10th, 2017 at 4:30 PM

Cherokee County DSS  
4800 W US Highway 64, Murphy NC

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1. Board Meeting Minutes for September 2017
2. Oath of Office  
-Ms. Susan Landis
3. Program Report  
-Long Term Care Medicaid
4. Director's Items
5. Statistical Report
6. Other Business
7. Adjournment

MINUTES  
CHEROKEE COUNTY BOARD OF SOCIAL SERVICES  
Tuesday, October 10, 2017

The Cherokee County Board of Social Services met on Tuesday, October 10, 2017 at 4:30pm for its regular monthly meeting. The meeting was held in the Conference Room at Cherokee County Department of Social Services. The meeting was called to order by board chair Karen Kephart. Also present were board members James Jallah, Robert Merrill, newly appointed member Susan Landis, Business Officer Mandi Amos and Director Cindy Palmer.

The minutes from the previous meeting were approved after a motion by Mr. Jallah, a second by Mr. Merrill and a unanimous vote.

Next item on the agenda was the swearing in of newly appointed State Commission member, Mrs. Susan Landis. After the oath, Mrs. Landis shared some information about her background, and there was a brief introduction to the other board members and personnel.

Income Maintenance Supervisor Mendy Lance and Income Maintenance Caseworker Julie Boring joined the meeting to provide a program report for Long Term Care Medicaid. Long term care helps to pay for clients who are placed in long term care facilities. They must meet income guidelines, and other requirements. Long term care will help pay for nursing home care. There are 100-120 average on-going cases in long term care. IMC Boring explained that clients can live anywhere in the state, as long as they lived in Cherokee County before going into placement. IMC Boring was asked about any issues. Ms. Boring explained income gaps for services. If the CAP eligibility income limit was higher, many people would be able to stay home with home health which would cost the state less money than people going into the nursing home. Several client situations were discussed and the complications that come with maintaining caseloads.

Social Work Supervisor David Hughes had requested to come to the meeting to discuss Social Worker salaries and staff retention. He joined the meeting at this time. Mr. Hughes spoke of several concerns including:

- the large area of the county and covering the needs of a large area,
- the situation last year where our CPS unit was down to only two social workers,
- at least three CPS workers actively seeking other employment, due to the stress of the work and lower salaries than surrounding counties,
- secondary trauma,
- training employees, and then them leaving to go to other counties for less work and more money,
- the issue of On-Call: the added stress and lack of appropriate pay for on-call,
- and that you would likely have to go to Buncombe County to find a county with comparative caseloads.

Mr. Hughes explained the stress, and magnitude, of the cases that our CPS workers carry. All of these things affect our CPS worker retention. Ms. Kephart suggested that the board meet with the commissioners to discuss the severity of the situation. Board asked Director Palmer to gather numbers for salary, caseload and on call information for surrounding counties. Board discussed how to contact the commissioners to set up a meeting.

The board then discussed the statistical report. Director Palmer highlighted the following areas on the Statistical Report:

- \*The PO requisition process skews some of the Fiscal Data, making it look as if we have spend much more this year than in the previous year.

\*CPS has accepted 40 reports this month and screened out 11.

\*The Foster Care Program has been extended to 18-21 year olds. This benefits those children who have no place to go back to once they age out, or choose not to go back. It assists them with Independent Living expenses and accountability.

\*We had two more agency adoptions, totally six for this year.

\*Medicaid participation is down to 5,001 as of the end of September. That has dropped 500 participants for the last 2-3 months. Medicaid supervisors believe this to be from a glitch in the system and we are currently collecting data to see if that is feasible.

#### Personnel Changes:

There are three positions actively being filled with workers in the process of being hired.

Missy Thorpe left to go to work with the state. Her last day being 10/6/17.

Mendy Lance moved to Adult Medicaid supervisor.

Kayla Brannon, IMC turned in her notice, making 10/17/17 her last day.

Mendy's promotion leaves the OSS (On Site Support) position open.

We had someone hired for the social work position, but due to family issues had to decline the position.

Being no other business, motion made to adjourn by Ms. Kephart, second by Mr. Robert Merrill. All in favor. The meeting was adjourned.

Respectfully Submitted: Cindy Palmer Approved: Karen Kephart  
Director Board Chair



# AGENDA

## CHEROKEE COUNTY BOARD OF SOCIAL SERVICES

**Tuesday, November 14th, 2017 at 4:30 PM**

Cherokee County DSS  
4800 W US Highway 64, Murphy NC

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1. Board Meeting Minutes for October 2017
2. Program Report  
    In-Home Aide Program
3. Director's Items  
    Beginning Salary Comparisons
4. Statistical Report
5. Other Business
6. Adjournment

MINUTES  
CHEROKEE COUNTY BOARD OF SOCIAL SERVICES  
Tuesday, November 14, 2017

The Cherokee County Board of Social Services met on Tuesday, November 14, 2017 at 4:30pm for its regular monthly meeting. The meeting was held in the Conference Room at Cherokee County Department of Social Services. The meeting was called to order by board chair Karen Kephart. Also present were board members James Jallah, Robert Merrill, Susan Landis, Business Officer Mandi Amos and Director Cindy Palmer.

The minutes from the previous meeting were approved after a motion by Mr. Jallah, a second by Mr. Merrill and a unanimous vote.

Adult Services Supervisor, Bebeie McClure, and Social Worker Chrystal Mimbs, presented a program report on the In-Home Program. The program is funded through HCCGB. There are two In-Home Aide workers that work with four clients per day. They are there one day a week for two hours. The purpose of the program is to help adults stay in their homes as they age. Workers assist families with care of adults, but is not there to replace family. Having assistants in the home to help the adults, it cuts down on Adult Protective Services reports. This program provides support with housekeeping, running errands and grocery shopping. The adults that we help have to be medically stable and self-sufficient. Adults must need assistance with at least one IADL (Individual Activity of Daily Living). They must be 60+ years old, and must meet needs. There is paperwork that is completed to rate a person's level of need. The waiting list is prioritized by the level of need. This program does not provide any health care services. There are currently 28 people on this program. There is no income eligibility requirement and there is no fee charged for the service, but clients can make voluntary donations. SW Mimbs meets with the clients at least once every three months, but is available for them at any time if a need arises.

Director Palmer discussed the cost of trainings for social workers and the complications of keeping social workers, especially in the CPS unit.

Director Palmer discussed a spreadsheet she completed concerning beginning salaries. Board Chair Karen Kephart discussed with the board about scheduling a time with the county commissioners to discuss the issues with salaries. Ms. Kephart and Director Palmer will contact Dr. Dan Eichenbaum about how to best approach the commissioners with the situation. It was decided this is an issue, and does need to be addressed.

It was discussed about possible things to help with stress. Director Palmer discussed contacting TCCC about the massage students coming in and getting their training hours giving massages to worker. Board member, Susan Landis, discussed looking into counseling for stress. The EAN program was discussed. It was discussed that SW's time is stretched thin, and it is hard to convince them to participate.

The board then discussed the statistical report. Director Palmer highlighted the following areas on the Statistical Report:

- \*There is a small decline in the number of CPS reports.

- \*We had one agency adoption and two non-agency adoptions during the month.

- \*The number of Medicaid participants has dropped over 400 people. Data is being collected to try to find the issue and reasoning behind the numbers dropping. There is still an issue with the program not updating the benefit history and causing issues. Workers are trying to update that information every time they are touching a case.

- \*FNS benefit amounts are increasing.

- \*Crisis applications are picking up and will continue to increase as the weather gets cold. LIEAP will begin for elderly and disabled on December 1.

Personnel Changes:

There are three positions actively being filled with workers in the process of being hired.

Missy Thorpe, Income Maintenance Supervisor left to go to work with the state, as an NC FAST consultant.

Mendy Lance was promoted to Adult Medicaid supervisor.

Tammy Cooper was hired to fill the vacancy in the clerical unit.

Jody Bohanon was hired for Income Maintenance.

SW Courtney Myers, has turned in her notice. She will work through the month of November.

Being no other business, motion made to adjourn by Ms. Kephart, second by Mr. Robert Merrill. All in favor. The meeting was adjourned.

Respectfully Submitted: Cindy Palmer Approved: Karen Kephart  
Director Board Chair

MINUTES  
CHEROKEE COUNTY BOARD OF SOCIAL SERVICES  
Tuesday, December 12, 2017

The Cherokee County Board of Social Services met on Tuesday, December 12, 2017 at 4:30pm for its regular monthly meeting. The meeting was held in the Conference Room at Cherokee County Department of Social Services. The meeting was called to order by board chair Karen Kephart. Also present were board members James Jallah, Robert Merrill, Susan Landis, Business Officer Mandi Amos and Director Cindy Palmer.

The minutes from the previous meeting were approved after a motion by Mr. Jallah, a second by Mr. Merrill and a unanimous vote.

Director Palmer highlighted the following areas on the Statistical Report:

- \*Revenues and expenditures look skewed due to PO's and DSS Admin money hasn't been received yet.
- \*CPS reports have maintained. Family assessments are about equal. Investigations are down.
- \*There are currently 65 children in custody.
- \*There have been two more adoptions, totaling nine for the year.
- \*Medicaid Transportation numbers are down. This is partially due to group homes choosing not to participate in NCTracks.
- \*Child support collections are down.
- \*Number of Medicaid participants is down again. This is an issue also being seen in other counties.
- \*FNS has increased slightly since last year.
- \*LIEAP (Low Income Energy Assistance Program) started December 1<sup>st</sup>.
- \*Crisis (Energy Assistance) is continuing.

Personnel Changes:

SW Courtney Myers resigned effective 12/1/17.

SW Michael Kernea resigned effective 12/11/17.

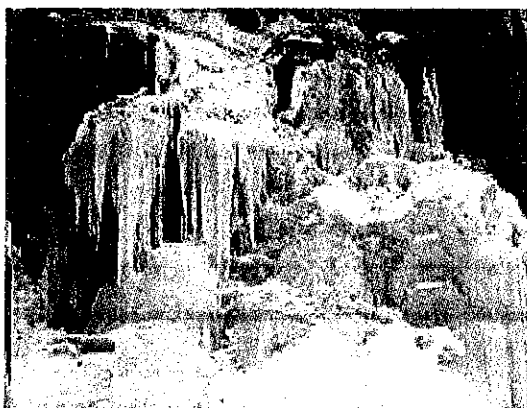
Shereen Bates moved to the OSS (NC FAST Over the Shoulder Support).

Amber Dickey has been hired to fill position vacated by Kayla Brannon in Adult Medicaid. Amber will begin 12/18/17.

We currently have three social work positions open.

Being no other business, motion made to adjourn by Ms. Kephart, second by Mr. Robert Merrill. All in favor. The meeting was adjourned.

Respectfully Submitted: \_\_\_\_\_ Approved: \_\_\_\_\_  
Director Board Chair



# AGENDA

CHEROKEE COUNTY BOARD OF SOCIAL SERVICES

**Tuesday, January 9th, 2018 at 4:30 PM**

Cherokee County DSS  
4800 W US Highway 64, Murphy NC

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1. Board Meeting Minutes for December 2017
2. Director's Items
  - Program Report- Foster Care
  - Closed session pursuant to NCGS 143-318.11 (a)(1)
  - Proposed 2018-2019 meeting schedule
3. Statistical Report
4. Other Business
5. Adjournment



MINUTES  
CHEROKEE COUNTY BOARD OF SOCIAL SERVICES  
Tuesday, January 9<sup>th</sup>, 2018

The Cherokee County Board of Social Services met on Tuesday, January 9<sup>th</sup>, 2018 at 4:30pm for its regular monthly meeting. The meeting was held in the Conference Room at Cherokee County Department of Social Services. The meeting was called to order by assistant board chair Robert Merrill. Also present were board members James Jallah, Dr. Dan Eichenbaum, and Susan Landis, Business Officer Mandi Amos and Director Cindy Palmer.

The minutes from the previous meeting were approved after a motion by Dr. Eichenbaum, a second by Mr. Jallah and a unanimous vote.

Program report for LINKS- Independent Living Program was given by Tami Milet. Ms. Milet is a foster care social worker who works with most of the older foster children. She oversees the Independent Living Program. This program is 100% federally funded and is a voluntary program for youth ages 13-20 years of age. The program is designed to prepare the youth for living independently once they age out of foster care.

Ms. Milet also explained the expansion of foster care to youth ages 18-21. NC recently expanded the foster care program in an attempt to improve outcomes for the youth who remain in custody of the department. With the expansion, the young person must voluntarily agree to continue with services and must be either attending school or employed. As long as they maintain the eligibility criteria, the department continues to pay the standard board rate, but we pay it to the youth to help with their living expenses (rent, boarding costs, groceries, etc). They do have to create a case plan with the SW, and they have to work that case plan.

At 4:50 pm after a motion by Dr. Eichenbaum and a second by Mr. Merrill the board entered into closed session in accordance to N.C. GS 143-318.11 (a)(1) and Article 29 of Chapter 7B- to prevent the disclosure of information that is privileged or confidential pursuant to the law of NC. At 5:10 pm the closed session ended after a motion by Dr. Eichenbaum, a second by Mr. Jallah, and a unanimous vote.

Dr. Dan made motion to accept the board schedule for the up-coming year. Second by James Jallah. All in favor.

Dr. Dan had to be excused due to another engagement.

Director Palmer highlighted the following areas on the Statistical Report:

- \*No children entered legal custody during the month.
- \*Number of Medicaid participants has increased again (we suspect a reporting issue in NC FAST to be the cause of such fluctuation).
- \*LIEAP (Low Income Energy Assistance Program) started December 1<sup>st</sup>.

Personnel Changes:

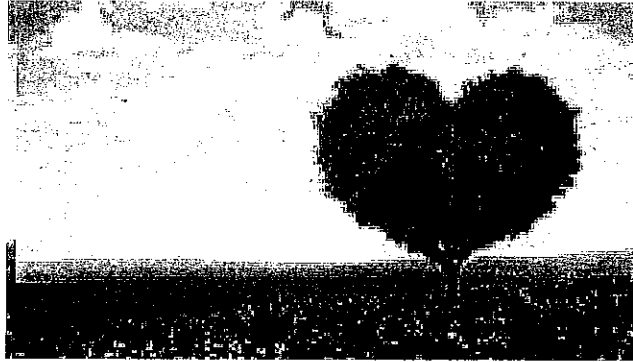
- SW Courtney Myers resigned effective 12/1/17.
- SW Michael Kernea resigned effective 12/11/17.
- Shereen Bates moved to the OSS (NC FAST Over the Shoulder Support).
- Amber Dickey has been hired to fill position vacated by Kayla Brannon in Adult Medicaid. Amber began work 12/18/17.
- We currently have two SW positions open, one has been filled, but new employee Lauri Cutinelli will not begin work until February due to prior engagements she had.

-We have 3 WCU Interns for the spring semester, two in CPS and one in the Foster Care unit. Linda Miller (retired SW from Clay County) is going to work part time to assist with training/working with the interns. They are part of the Child Welfare Education Collaborative, so they have all had pre-service and can handle cases with supervision.

In other business, we are currently recruiting foster parents. We are having a meet and greet Thursday, January 11<sup>th</sup> for anyone interested in potentially becoming foster or adoptive parents.

Being no other business, motion made to adjourn by Mr. Merrill, second by Mr. Jallah. All in favor. The meeting was adjourned.

Respectfully Submitted: Cindy Palmer Approved: Karen Kephaert  
Director Board Chair



# AGENDA

CHEROKEE COUNTY BOARD OF SOCIAL SERVICES  
**Tuesday, February 13th, 2018 at 4:30 PM**

Cherokee County DSS  
4800 W US Highway 64, Murphy NC

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1. Board Meeting Minutes for January 2018
2. Director's Items
  - Child Support Enforcement Program Report
3. Statistical Report
4. Other Business
5. Adjournment

MINUTES  
CHEROKEE COUNTY BOARD OF SOCIAL SERVICES  
Tuesday, February 13<sup>th</sup>, 2018

The Cherokee County Board of Social Services met on Tuesday, February 13<sup>th</sup>, 2018 at 4:30pm for its regular monthly meeting. The meeting was held in the Conference Room at Cherokee County Department of Social Services. The meeting was called to order by Board Chair Karen Kephart. Also present were board members Robert Merrill, James Jallah, Dr. Dan Eichenbaum, and Susan Landis, Business Officer Mandi Amos and Director Cindy Palmer.

The minutes from the previous meeting were approved after a motion by Mr. Merrill, a second by Mr. Jallah, all in favor.

Program presentation made by Cathy Hurt, Child Support Supervisor. Ms. Hurt defined the difference between legal fathers and biological fathers and showed how DNA evidence is obtained by the agents to determine paternity. Ms. Hurt showed how Cherokee County compares to the rest of the state through the reports. Cherokee County's rates help other counties that don't meet standards, by bringing up the state's average. She also explained how the legal process works and how some absent parents end up in jail, and what is needed for them to get out of jail (purge payments). Ms. Hurt explained how a child support case is started, how the agents offer various assistance to the families, and how child support payments are calculated. Last year they collected 1.6 million dollars for children in Cherokee County. Ms. Hurt explained that the child support program is financed through state and federal dollars. Ms. Hurt also explained how interstate cases work.

Director Palmer highlighted the following areas on the Statistical Report:

- \*There is a large increase in the number of Adult Protective Services reports that have come in this month. (18 accepted, usually is 7-10).

- \*There was also an increase in the number of CPS reports. 56 reports were received, 33 were accepted.

- \*Foster Parent training is currently going on.

- \*We have spent all of our LIEAP funding. There may be further funding, but not expecting that, as we have usually received it by now.

Personnel Changes:

- Lee Mashburn, began work in the FNS unit on January 29<sup>th</sup>. He filled the position vacated by Shereen Bates' promotion to OSS.

- New attorney David Moore has made a huge difference in the way court is handled, and the court atmosphere. Mr. Moore has been warmly accepted by the staff. Director Palmer discussed the efficiency of how court is handled now, and how this has eased some of the stress on the workers.

- We have two new social workers starting. Lauri Cutinella began work 2/12/18, and Sabrina Cunningham will start 02/26/18. They will go to pre-service the beginning in March.

- We have three social work interns from WCU. Two interns are working in the CPS unit and one is working foster care. The interns have had pre-service so they can work cases. We have Linda Miller on a part time basis to help train the interns and supervise their casework.

Budget requests are due by the end of the month. It was discussed to include the request for higher salaries and more positions in the budget due to children's services going into NC FAST within the next budget year. Some of the pilot counties have experienced up to 25% turnover in child welfare staff with the implementation of NC FAST. This is due to the additional stress of learning the new computer system, while maintaining their responsibilities with families.

Being no other business, motion made by Dr. Dan Eichenbaum to adjourn, second by Mr. Jallah, all in favor.

Respectfully Submitted: Cindy Palmer Approved: Karen Kephart  
Director Board Chair

**Department of Social Services**  
**Cherokee County**  
**Board of Social Services Meeting**  
**June 12, 2018**

Present: Karen Kephart, Chairperson; Dr. Dan Eichenbaum; James Jallah; Robert Merrill; Kay Fields, Interim Director; Bob Cochran, Director of Child Welfare Services  
Also Present, David Moore, Attorney; Members of the Press (Cherokee Scout, WKRK)

The meeting was called to order at 4:34 pm by Ms. Kephart

The minutes of the previous meeting were not available and will be approved at the next meeting.

Ms. Kephart announced the Cindy Palmer has resigned her position as Cherokee County Director of Social Services effective June 11, 2018.

Mr. Cochran gave the report on Child Welfare Services. Mr. Cochran said there have been three (3) new hires (two (2) in Child Protective Service (CPS) and one (1) in Permanency Placement (PP)). There has been one (1) resignation. There are four (4) openings and interviews are on-going. Vanguard Temporary Staffing will return to do follow up training.

Mr. Cochran gave a CPS Social Worker Salary Survey for the minimum salary for a SWIAT position for 18 counties. Cherokee County was next to last. He also showed a chart on showing completed training and needed training. Regarding Procedural Developments, new policies and protocols have been developed Intake/After Hours/Case Record Structures/Protected Time/Case Transfer. Schedules / Calendars are using Microsoft Outlook. Caseload Developments showed seventeen (17) cases Conflicted Out to Other Counties the week of 5/23-29 due to CVAs.

Mr. Cochran reported challenges achieving court actions for foster care as ongoing but improving. Permanent legal representation is needed. Other challenges are infrastructure to track and cross reference cases and staff retention. Strengths are a teamwork and a dedicated staff.

Ms. Fields gave the Directors report.

She announced that David Moore has resigned as DSS attorney effective June 30<sup>th</sup>. He will carry over any cases from June which go into July.

Per conference call the NCDHHS, the County Manager will recommend to the Cherokee County Board of Commissioners the funding of a full time attorney and a clerical staff position. The DSS Board gave its support for this recommendation.

Ms. Fields noted that the Adult and Economic Services so far are achieving state goals.

Ms. Fields brought up HB630 – Memorandum of Understanding and asked each board member to study this bill, which is applicable to all counties. She highlighted that:

The Memorandum is to be signed by the County Director and DSS Director (due 6/29)  
The State is required to supply training to all counties  
The memorandum goes into effect 7/1, evaluation to be done monthly  
Corrective action plan for deficiencies is due in December  
Beginning January 2019 State may withhold funding to counties found not to be in compliance  
State also has right to take control if necessary

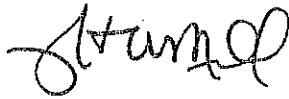
The Energy Outreach program was reviewed and approved unanimously.

A motion was made, seconded and approved unanimously to go into Closed Session at 5:25 pm.

A motion was made, seconded and approved unanimously to adjourn at 6:17 pm.

Respectfully Submitted,

Robert W. Merrill

A handwritten signature in cursive script, appearing to read "R. W. Merrill", written in dark ink.

**Cherokee County Board of Social Services**

**Special Called Meeting**

**Room 342, Cherokee County Courthouse**

**June 25, 2018**

**5:00 P.M.**

**Agenda**

- **Call To Order**
- **Approval of Minutes**
- **Election of Board Chair**
- **Nominate person to submit to N.C. Social Services Commission to serve term on Cherokee County Board of Social Services**
- **Closed Session**
- **Adjourn**



DSS Board Meeting minutes

Open session, June 25, 2018

(held in courthouse, commission meeting room)

Present: Board members James Jallah; Robert Merrill; and Susan Landis, and Kay Fields, Interim Director. Dr. Eichenbaum had said he would be late and entered about 25 minutes after the meeting had started. Mr. Moore (attorney) and county attorney, Darryl Brown were also in attendance.

Mr. Merrill presented the agenda and it was approved. Mr. Merrill has been the vice chair for the board and has been temporarily serving as chair since the resignation of Karen Kephart. Mr. Merrill has agreed to continue as chair, if asked. A motion was made and approved that Mr. Merrill be named as the new chair of the board.


At this point, a motion was made and approved to enter a closed session to discuss personnel matters.

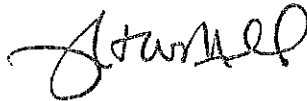
The closed session last approximately 35 minutes, and the open session was resumed at 6:05p.m.

A motion was made to recommend Andria Duncan as the new attorney for DSS since Mr. Moore's contract is expiring at the end of the month. The board approved the motion. The recommendation will go to the county commission who will appoint a "special county attorney for social services". (G.S.108A-16).

Earlier in the year, the previous Director of DSS had a conflict and the Board had voted to cancel the July board meeting. That conflict no longer exists with the resignation of Ms. Palmer, so a new motion was made to hold the meeting on July 10<sup>th</sup> as originally scheduled. This motion was approved.

The meeting was adjourned.

  
Submitted by Susan Landis



## Cherokee County DSS Board minutes

July 10, 2018

### Open session

In attendance: Kay Fields (Interim Director); Robert Merrill, Dr. Eichenbaum, James Jallah, Susan Landis (board members); Mr. Black (NC DSS Director); Emi Wyble (State Child Welfare Director); Andria Duncan (DSS attorney); Mandy Rhodes (Assistant).

Meeting was called to order. Michael Becketts was scheduled to speak but was unable to make it to the meeting. Ms. Duncan (new DSS attorney) and her assistant, Ms. Rhodes were introduced. Emi Wyble was introduced. She is replacing Mr. Cochran who had been serving as the Interim Director over Child Welfare.

Ms. Wyble gave a report that there are still some staff vacancies, but fewer than in the recent past. There are still some temporary staff, and a need for 3 positions for 6 months to train and mentor permanent DSS staff in child welfare areas.

Mr. Black raised the question of the county commissioners needing to approve the salaries of these staff, but because of vacancies, there should be funds available. Ms. Wyble reported that staff are still working on obtaining the required state trainings including 4E, modified manual trainings, new procedural steps including background checks, steps for closing cases, placement matches so that the first placement is the last, and CPS tracking logs.

Mr. Black said that recruiting is still a problem, especially in finding applicants with experience. He said that last 5 people hired had a combined experience of zero with DSS. Retaining experienced staff is also an issue.

Ms. Wyble said that they are also working on a child welfare manual, clarifying which team takes which roles. She said that the DSS staff is excellent and work together very well.

Mr. Black reviewed the notebook that the board members received this evening, which is kind of a training for DSS boards. He emphasized that the DSS board should advocate for funds and services for the county DSS.

Ms. Fields addressed the cross training that she has worked toward, so that staff are training to cover for each other in absences. Under the new HB630, there are some new requirements that DSS will have to meet.

There had been a civil right complaint, but it didn't pan out. DSS needs a civil rights coordinator. There was discussion of a security officer and how to get ex-employees off state systems and email when they leave. Ms. Fields also reviewed the time lines of services and in each instance reviewed, CC DSS meets or beats the state requirement for the timing of delivery of services.

Ms. Fields reviewed training staff in work first, helping families get jobs. Also addressing the needs of grandparents who have young children in the home. Ms. Fields said that adult services seems to be working well at this point.

There was some discussion of an overcrowded file room. They have obtained some money from the county for scanning older files. They will be purging some old files and they will be shredded. In 3 programs there are no more paper records. The hope is that this will free up space for interview rooms on the first floor.

There will be some training offered for the board on Sept. 11<sup>th</sup>.

The Board voted to make Robert Merrill the Board chair (he had been serving in this position temporarily since Ms. Kephart's resignation) and Mr. Jallah as the vice chair.

At this point, the board voted to go into closed session.

Resuming the open session, the board approved Mr. Maney for the Interim Director.

Submitted by Susan Landis (board member)

# Cherokee County Social Services Board Minutes

August 14, 2018

## Open Session

Present were, Ms. Susan Landis, Dr. Eichenbaum, Ms. Diane Snyder Mr. James Jallah (Vice Chair) and Robert Merrill (Chair)

Also present were Mr. Harry Maney, Interim Social Services Director, Ms. Andria Duncan, DSS Attorney, Ms. Aimee Wall, UNC School of Government, Mr. Mark West, NC Association of County Social Services Members, Mr. Randy Wiggins, Cherokee County Manager and C.B. McKinnon, Cherokee County Commissioner.

Chairman Merrill opened the meeting and called for the swearing in of Ms. Diane Snyder, member appointed by the NC Social Services Commission. Ms. Susan Prunier, notary Public administered the oath of office.

Vice Chairman Jallah moved that the minutes of the July 10 meeting be approved as presented. Motion was seconded by Ms. Lanier and passed unanimously.

Chairman Merrill turned the meeting over to Ms. Aimee Wall of the UNC School of Government for a presentation on the role and responsibilities of county boards of social services. Mr. Mark West of the NC Association of County Boards of Social Services aided in the presentation. Ms. Wall provided numerous handouts for the groups.

On motion from Dr. Eichenbaum, seconded by Vice Chair Jallah, the board went into executive session.

The board came out of executive session and adjourned on motion from Dr. Eichenbaum.

Respectively Submitted

A handwritten signature in black ink, appearing to read "H Maney", with a stylized flourish at the end.

Harry Maney, MSW, secretary to the Board

**Cherokee County Board of Commissioners**  
**Meeting Minutes**  
September 20, 2018  
6:30 P.M.

**I. Call to order-Chairman**

The Chairman read the Board's ethics statement.

**II. Invocation**

**III. Pledge of Allegiance**

**IV. Modification of Agenda**

Motion made by Commissioner McKinnon to add to the agenda, a resolution requesting legislative action to establish a fair and equitable funding formula for funding of Tri-County Community College by Cherokee County, Clay County, and Graham County. Motion seconded by Commissioner Westmoreland. Motion passed unanimously.

**V. Agenda Adoption**

Motion made by Commissioner McKinnon to adopt the agenda as modified. Motion seconded by Commissioner Dickey. Motion passed unanimously.

**VI. Public Hearing-Reorganization of Health and Human Services**

Motion made by Commissioner Dickey to open the public hearing. Motion seconded by Commissioner Westmoreland. Motion passed unanimously.

The following persons spoke against the Board of Commissioners assuming the role of the Board of Social Services: Robert Merrill, James Jallah, and Harry Maney.

Donna Ratzlaff suggested that the Board appoint all new members to the DSS Board, instead of the commissioners assuming the role.

Daunita Maennle spoke in support of the current DSS Board and support for Cindy Palmer.

Motion made by Commissioner Stiles to close the public hearing. Motion seconded by Commissioner Dickey. Motion passed unanimously.

**VII. Public Forum-None**

## **VIII. Finance and Budget Items**

### **a) FY 18 Year-End Budget Transfers**

Motion made by Commissioner Eichenbaum to approve. Motion seconded by Commissioner McKinnon. Motion passed unanimously.

### **b) Carry-Forward of Prior Year Budgeted Funds**

Motion made by Commissioner McKinnon to approve. Motion seconded by Commissioner Stiles. Motion passed unanimously.

### **c) Budget Revision for Schools Use of Restricted Sales Tax for Multiple Projects (\$225,000)**

Motion made by Commissioner McKinnon to approve. Motion seconded by Commissioner Westmoreland. Motion passed unanimously.

### **d) Budget Revision for Schools Use of Restricted Sales Tax for Multiple Projects (\$69,705)**

Motion made by Commissioner McKinnon to approve. Motion seconded by Commissioner Stiles. Motion passed unanimously.

### **e) Budget Revision for Schools Use of Designated Article 46 Sales Tax for Local Match for School Resource officer Grant (\$103,444)**

Motion made by Commissioner Westmoreland to approve. Motion seconded by Commissioner Dickey. Motion passed unanimously.

### **f) Budget Revision for Use of Designated Funds to Repair Cracks in DSS Parking Lot**

Motion made by Commissioner Stiles to approve. Motion second by Commissioner Westmoreland. Motion passed unanimously.

### **g) Budget Revision for Carry-Forward of FY18 Funds to Purchase of 2019 Chevy Silverado for Parks and Recreation**

Motion made by Commissioner Dickey to approve. Motion seconded by Commissioner Westmoreland. Motion passed unanimously.

### **h) Budget Revision for Purchase of 2019 Chevy Silverado for DSS**

Motion made by Commissioner McKinnon to approve. Motion seconded by Commissioner Westmoreland. Motion passed unanimously.

**i) Approval of Health Department CPT Code Fees**

Motion made by Commissioner Stiles to approve. Motion seconded by Commissioner Westmoreland. Motion passed unanimously.

**IX. New Business**

**a) Request by Valley River Picklers for 2 Additional Pickle Ball Courts**

Motion made by Commissioner Stiles to approve at no cost to the county. Motion seconded by Commissioner McKinnon. Motion passed unanimously.

**b) Licensing Agreement for Occupancy and Use of TVA Land for Pedestrian Bridge at Konehete Park-Authorize County Manager to Sign**

Motion made by Commissioner Dickey to approve. Motion seconded by Commissioner Westmoreland. Motion passed unanimously.

**c) Licensing Agreement between County and Ranger VFD for Use of Water Tank and Fire Hydrant at Industrial Park in Ranger**

Motion made by Commissioner Stiles to approve. Motion seconded by Commissioner Westmoreland. Motion passed unanimously.

**d) Request by Ranger VFD for Use of White House at Industrial Park in Ranger for Fire and Rescue Training Exercise.**

Motion made by Commissioner McKinnon to approve. Motion seconded by Commissioner Dickey. Motion passed unanimously.

**e) Request for Financial Assistance for Paving of S Curve on Oakland Lane**

Motion made by Commissioner McKinnon to approve. Motion seconded by Commissioner Westmoreland. Motion passed unanimously.

**f) Approval of FY2019 Cherokee County Transit Rural Operating Assistance Program Grant**

Motion made by Commissioner McKinnon to approve. Motion seconded by Commissioner Stiles. Motion passed unanimously.

**g) Resolution in Opposition of House Bill 320**

Motion made by Commissioner Stiles to approve, and add as a legislative goal. Motion seconded by Commissioner McKinnon. Motion passed unanimously.

**h) Resolution to Declare Real Property as Surplus and Allow for Electronic Notice of Sale on GovDeals**

Motion made by Commissioner McKinnon to declare a tax foreclosure, known as Lot 16 of Bear Creek Subdivision, as real property surplus and advertise the property via electronic notice on GovDeals.com. Motion seconded by Commissioner Dickey. Motion passed unanimously.

i) **Laney Construction Proposal for EMS Station 1 Equipment Shed**

Motion made by Commissioner McKinnon to table. Motion seconded by Commissioner Dickey. Motion passed unanimously.

j) **Request to Purchase Utility Vehicle with Med Bed for Emergency Management**

Motion made by Commissioner Stiles to approve. Motion seconded by Commissioner Westmoreland. Motion passed unanimously.

k) **Approval of 2019 County Holiday Schedule**

Motion made by Commissioner Stiles to approve. Motion seconded by Commissioner Westmoreland. Motion passed unanimously.

l) **Tax Releases**

Motion made by Commissioner Dickey to approve. Motion seconded by Commissioner Westmoreland. Motion passed unanimously.

m) **Tax Refund Report**

Motion made by Commissioner McKinnon to approve. Motion seconded by Commissioner Dickey. Motion passed unanimously.

n) **NCVTS Report**

Motion made by Commissioner Stiles to approve. Motion seconded by Commissioner McKinnon. Motion passed unanimously.

o) **FBO Lease Discussion**

Motion made by Commissioner Westmoreland to table. Motion seconded by Commissioner Stiles. Motion passed unanimously.

p) **Health and Human Services Reorganization Discussion**

Motion made by Commissioner McKinnon for the Board of Commissioners to dissolve the current DSS Board and for the Board of Commissioners to assume the role of DSS Board. Motion seconded by Commissioner Westmoreland. Voting in favor of the Motion was Commissioners Eichenbaum, McKinnon, Westmoreland and Dickey. Voting against the Motion was Commissioner Stiles. Motion passed 4-1.



Motion made by Commissioner McKinnon to approve a resolution of the Cherokee County Board of Commissioners exercising its powers to assume control of Cherokee County Department of Social Services Board, and that as mandated by NCGS 108A-7, the DSS Board meetings shall coincide with the first regular meeting of the Cherokee County Board of Commissioners in each calendar month. Motion seconded by Commissioner Westmoreland. Voting in favor of the Motion was Commissioners McKinnon, Westmoreland, Eichenbaum, and Dickey. Voting against the Motion was Commissioner Stiles. Motion passed 4-1.

**q) Resolution establishing fair and equitable mechanisms to govern annual funding appropriations and board of trustee appointments by Cherokee, Clay and Graham counties to Tri-County Community College**

Motion made by Commissioner McKinnon to approve. Motion seconded by Commissioner Westmoreland. Motion passed unanimously.

**X. County Manager Items**

Motion made by Commissioner McKinnon to approve the Town of Andrews use of Heritage Park for the New Year's Eve opossum drop. Motion seconded by Commissioner Dickey. Motion passed unanimously.

**XI. Chairman/Commissioner Items**

Commissioner McKinnon gave an update on Hanging Dog Campground and said that they haven't given up on the campground. Commissioner Westmoreland said that TVA will be paving the parking area at the boat ramp.

Commissioner Westmoreland gave an update on the courthouse lantern project.

**XII. Closed Session-Pursuant to §143-318.11 (a) (3) and (a) (4) to discuss a personnel matter and an economic development matter.**

Motion made by Commissioner Stiles to go into closed session. Motion seconded by Commissioner Dickey. Motion passed unanimously.

**XIII. Open Session**

After returning to open session, a Motion was made by Commissioner Stiles to approve a resolution supporting a One NC Fund grant and a NC Rural Center Building Reuse Grant for Moog Components Group to assist with their expansion project. The county will provide the required five (5) percent match in the amount of \$6,250.00 for the Building Reuse grant; and, will provide a one dollar (\$1.00) match for every three dollars (\$3.00) of the NC One Fund grant, for a total match of \$16,667.00. The \$16,667.00 will be paid over three (3) years in the amount of \$5,555.56 per year. Motion seconded by Commissioner McKinnon. Motion passed unanimously.

**XIV. Adjournment-Meeting adjourned at 8:30 PM.**

**THESE MINUTES WERE APPROVED AT A REGULAR MEETING OF THE  
CHEROKEE COUNTY BOARD OF COMMISSIONERS ON NOVEMBER 19, 2018.**

*Cherokee County Board of Commissioners Meeting Minutes*

*October 1, 2018*

*6:30 P.M.*

*Cherokee County Courthouse*

Members present: Dr. Dan Eichenbaum, Chairman; Gary Westmoreland, Vice-Chairman; Cal Stiles, member; Roy Dickey, member; and C.B. McKinnon, member.

Staff present: Randy Wiggins, County Manager; Maria Hass, Assistant County Manager and Clerk to the Board; Candy Anderson, Finance Officer; and Darryl Brown, County Attorney.

**I. Call to order-Chairman**

*"Members of the County Board of Commissioners are advised, hereby, of their duty under the Local Government Ethics Act".*

**II. Invocation**

**III. Pledge of Allegiance**

**IV. Modification of Agenda**

Motion was made by Commissioner Dickey to add "Emergency Management Equipment Shed" as item "m" under New Business. Motion seconded by Commissioner Westmoreland. Motion passed unanimously.

**V. Agenda Adoption**

Motion made by Commissioner Stiles to approve the agenda as amended. Motion seconded by Commissioner Westmoreland. Motion passed unanimously.

**VI. Public Forum-None**

**VII. Finance and Budget Items**

**a) Clerk of Courts Requests for New Desks and Chairs**

Motion made by Commissioner Westmoreland to approve request. Motion seconded by Commissioner Dickey. Motion passed unanimously.

**b) Budget Revision for Repair of Generator at the Health Department**

Motion made by Commissioner McKinnon to approve. Motion seconded by Commissioner Dickey. Motion passed unanimously.

**c) Budget Revision for Receipt of Additional Smart Start Grant Funds**

Motion made by Commissioner Stiles to approve. Motion seconded by Commissioner Dickey. Motion passed unanimously.

**d) Approval of EMS Services Fees**

Motion made by Commissioner McKinnon to approve the following service fees:

ALS NE A0426	\$650.00
ALS E A0427	\$850.00
BLS NE A0428	\$500.00
BLS E A0429	\$550.00
ALS 2 A0433	\$850.00
Specialty Care A0434	\$1,000.00
Urban Mileage or Rural Mileage 18+ A0425	\$15.00
Rural Mileage 1-17	\$15.00
Treat-No Transport	\$275.00

Motion seconded by Commissioner Stiles. Motion passed unanimously.

**VIII. New Business**

**a) Introduction of New DSS Director, Amanda McGee**

**b) T a x Releases**

Motion made by Commissioner McKinnon to approve the tax releases. Motion seconded by Commissioner Stiles. Motion passed unanimously.

**c) Resolution Seeking Grant Funds to Assist Moog Components Group Expansion**

Motion was made by Commissioner Stiles to approve a resolution supporting a One NC Fund grant and a NC Rural Center Building Reuse Grant for Moog Components Group to

assist with their expansion project. The county will provide the required five (5) percent match in the amount of \$6,250.00 for the Building Reuse grant; and, will provide a one dollar (\$1.00) match for every three dollars (\$3.00) of the NC One Fund grant, for a total match of \$16,667.00. The \$16,667.00 will be paid over three (3) years in the amount of \$5,555.56 per year. Motion seconded by Commissioner McKinnon. Motion passed unanimously.

**d) Valletown Fire and Rescue-Request for Funding Assistance for the Purchase of Technical Rescue Equipment**

Motion made by Commissioner Dickey to provide \$5,095 from rescue funds to Valletown Fire and Rescue for rescue equipment. Motion seconded by Commissioner Stiles. Motion passed unanimously.

**e) Hiwassee Dam VFD Request for Matching Funds for Rescue Grant**

Motion made by Commissioner Stiles to provide \$8,865 to Hiwassee Dam VFD for grant match. Motion seconded by Commissioner Westmoreland. Motion passed unanimously. In the event that the Department is not awarded the grant, they will come back before the board to request additional funds.

**f) Request to Modify Glass Recycling Plan**

Motion made by Commissioner Stiles to modify the County's glass recycling plan. Motion seconded by Commissioner Dickey. Motion passed unanimously.

**g) Proposed Texana Convenience Site**

Motion made by Commissioner Stiles to allow the County Manager to begin negotiations for the purchase of land for relocating the Texana convenience site. Motion seconded by Commissioner Westmoreland. Voting in favor of the Motion was Commissioners Stiles, Westmoreland, Dickey and Eichenbaum. Voting against the Motion was Commissioner McKinnon. Motion passed 4-1.

**h) Lease Renewal for Probation and Parole Offices**

Motion made by Commissioner Dickey to approve renewal. Motion seconded by Commissioner Westmoreland. Motion passed unanimously.

**i) TVA Office Lease at Department of Social Services**

Motion made by Commissioner Stiles not to renew the TVA lease. Motion seconded by Commissioner Dickey. Motion passed unanimously.

**j) NCDOT Standards for New EMS Station 1 Drive**

Motion made by Commissioner McKinnon to table. Motion seconded by Commissioner Dickey. Motion passed unanimously.

**k) NCACC Legislative Goals**

Motion made by Commissioner McKinnon to adopt the following legislative goal:

*Legislative action by one or more of the following means to transfer responsibility for school funding from the county board of commissioners to the local board of education a) Legislation allowing local boards of education the authority to levy property taxes in the same manner as county board of commissioners; b) Legislation allowing county boards of education taxing authority in those counties where the Board of County Commissioners agree, or where the Board of County Commissioners and Board of Education agree; c) Referendum allowing voters to decide whether local boards of education should have local taxing authority, and referendum to be held at the same time as any other State or county general election.*

Motion seconded by Commissioner Westmoreland. Motion passed unanimously.

Motion made by Commissioner Westmoreland to adopt the following legislative goal:

*Voter-approved sales tax up to a maximum of 2¢ dedicated to school construction.*

Motion seconded by Commissioner McKinnon. Motion passed unanimously.

**l) Jail Medical Plan**

Motion made by Commissioner Dickey to approve the jail medical plan as presented.

Motion seconded by Commissioner Stiles. Motion passed unanimously.

**m) Emergency Management Equipment Shed**

Motion made by Commissioner Dickey to approve the proposal from Laney Construction in the amount of \$71,920. Motion seconded by Commissioner Stiles. Motion passed unanimously.

**IX. County Manager Items**

The county manager said that the Valley River Humane Society (VRHS) has requested a work session with the board. The county manager will ask VRHS to attend the October 15<sup>th</sup> meeting.

**X. Chairman/Commissioner Items**

Commissioner Stiles shared his concerns with the proposed airport lease as it is written, saying that the county should be keeping the revenue on the county-owned hangars.

**XI. Closed Session**-Motion made by Commissioner Stiles to go into closed session, pursuant to 143-318.11 (a) (3) and (5). Motion seconded by Commissioner Dickey. Motion passed unanimously.

While in closed session the Board discussed the terms of a proposed lease of the pool and

wellness center; and also discussed a personnel matter with Sheriff Palmer.

## **XII. Open Session**

After returning to open session, no action was taken on matters discussed in closed session.

## **XIII. Department of Social Services Meeting**

- a) Brief Overview of the Social Services: Organizational Chart
- b) Monthly Statistical Report-August
- c) Memorandum of Understanding: What it is and how it works
- d) Adult Services Presentation-Daunita Maennle
- e) Medicaid for Families Presentation-Renee McLean

After discussion, a Motion was made by Commissioner Stiles to adopt the following legislative goal:

Require banks and financial institutions to provide requested banking information within seven days or less to the Department of Social Services on behalf of their clients who have provided a written release to Department of Social Services.

Motion seconded by Commissioner Dickey. Motion passed unanimously.

## **XIV. Adjourn-Meeting adjourned at 9:00 PM.**

**THESE MINUTES WERE APPROVED AT A REGULAR MEETING OF THE  
CHEROKEE COUNTY BOARD OF COMMISSIONERS ON DECEMBER 3, 2018.**

*Cherokee County Board of Commissioners Meeting Minutes*

*October 15, 2018*

*6:30 P.M.*

*Cherokee County Courthouse*

Members present: Dr. Dan Eichenbaum, Chairman; Gary Westmoreland, Vice-Chairman; Cal Stiles, member; Roy Dickey, member; and C.B. McKinnon, member.

Staff present: Randy Wiggins, County Manager; Maria Hass, Assistant County Manager and Clerk to the Board; Candy Anderson, Finance Officer; and Darryl Brown, County Attorney.

**I. Call to order-Chairman**

*"Members of the County Board of Commissioners are advised, hereby, of their duty under the Local Government Ethics Act".*

**II. Invocation**

**III. Pledge of Allegiance**

**IV. Modification of Agenda**

Motion was made by Commissioner Stiles to add "Schools Request for use of Sales Tax for Multiple Projects" as item "d" under Budget and Finance. Motion seconded by Commissioner Dickey. Motion passed unanimously.

**V. Agenda Adoption**

Motion made by Commissioner McKinnon to approve the agenda as amended. Motion seconded by Commissioner Westmoreland. Motion passed unanimously.

**VI. Public Hearing**

Motion was made by Commissioner Stiles to open the floor for a public hearing for the purpose of receiving public input for the FY2020 NCDOT Transit Grants. Motion seconded by Commissioner Dickey. Motion passed unanimously.

Mike Catuto, Cherokee County Transit Director explained the NCDOT grants and purpose of each grant. There were no public comments during the public hearing.

A Motion was made by Commissioner McKinnon to close the public hearing. Motion seconded by Commissioner Stiles. Motion passed unanimously.

After returning to regular session, a motion was made by Commissioner Westmoreland and seconded by Commissioner Dickey for the adoption of the following resolution. Motion passed unanimously.



WHEREAS, Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for rural public transportation projects; and

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural, small urban, and urban public transportation services consistent with the policy requirements of each funding source for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis); and

WHEREAS, the funds applied for may be Administrative, Operating, Planning, or Capital funds and will have different percentages of federal, state, and local funds.

WHEREAS, non-Community Transportation applicants may apply for funding for "purchase-of-service" projects under the Capital budget Section 5310 program.

WHEREAS, CHEROKEE COUNTY hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project(s), prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, Section 5333 (b) Warranty, and all administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U. S. C.

WHEREAS, the applicant has or will provide all annual certifications and assurances to the State of North Carolina required for the project;

NOW, THEREFORE, be it resolved that the COUNTY MANAGER of CHEROKEE COUNTY is hereby authorized to submit grant application (s) for federal and state funding in response to NCDOT's calls for projects, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural, small urban, and urban public transportation services.

## **VII. Finance and Budget Items**

### **a) Budget Revision for Receipt of BCBS Grant Funds for Meals on Wheels**

Motion made by Commissioner Westmoreland to approve budget revision. Motion seconded by Commissioner Stiles. Motion passed unanimously.

**b) Detention Center Request for New Lieutenant Position**

Motion made by Commissioner McKinnon to approve. Motion seconded by Commissioner Dickey. Motion passed unanimously.

**c) Budget Revision for Receipt of Additional Smart Start Grant Funds**

Motion made by Commissioner Stiles to move the sergeant position to a lieutenant position for the remainder of the budget year. Motion seconded by Commissioner Dickey. Motion passed unanimously.

**d) Schools Request to Use ½¢ Sales Tax for \$5 Million Grant Match**

Motion made by Commissioner Westmoreland to commit the use of the ½¢ sales tax for the grant match. Motion seconded by Commissioner Dickey. Motion passed unanimously.

**e) Schools Request for Use of ¼¢ Sales Tax for Multiple Schools Projects**

Motion made by Commissioner Dickey to approve. Motion seconded by Commissioner Westmoreland. Motion passed unanimously.

**VIII. New Business**

**a) Michael Becketts-Department of Social Services Update**

Mr. Becketts gave an update of the work that has been done and the progress made at DSS. He discussed the State's transition plan and exit strategy. Mr. Becketts praised the staff and thanked county leaders.

**b) Tax Releases**

Motion made by Commissioner McKinnon to approve the tax releases. Motion seconded by Commissioner Dickey. Motion passed unanimously.

**c) Tax Refunds**

Motion made by Commissioner McKinnon to approve tax refunds. Motion seconded by Commissioner Westmoreland. Motion passed unanimously.

**d) NC Vehicle Tax System (NCVTS) Report**

Motion made by Commissioner Stiles to approve the NCVTS report. Motion seconded by Commissioner Dickey. Motion passed unanimously.

**e) Valley River Humane Society Request for Increase in Annual Funding**

No action taken.

**f) Request by Wolf Creek VFD to Lease Wolf Creek Community Center**

Motion made by Commissioner McKinnon to table until the November 8<sup>th</sup> meeting.  
Motion seconded by Commissioner Dickey. Motion passed unanimously.

**g) Assignment of Airport Hangar Sub-Lease**

Motion made by Commissioner McKinnon to approve the sub-lease from Scott Thatcher (Assignor) to David Fonville (Assignee) for T-hangar Unit 4, Row 1. Motion seconded by Commissioner Dickey. Motion passed unanimously.

**h) Licensing Agreement with Burke West for Hay Baling**

Motion made by Commissioner Dickey to approve. Motion seconded by Commissioner Stiles. Motion passed unanimously.

**i) Licensing Agreement with Rick Stiles for Cattle Grazing**

Motion made by Commissioner McKinnon. Motion seconded by Commissioner Dickey.  
Motion passed unanimously.

**IX. Chairman/Commissioner Items**

Motion made by Commissioner Dickey to move the November 5<sup>th</sup> meeting to November 8<sup>th</sup>.  
Motion seconded by Commissioner Westmoreland. Motion passed unanimously.

Commissioner Stiles said that he attended a broadband meeting last week and has attended several around the region. He said that there is \$10 million dollars available for private businesses of Tier 1 counties. He said he would like the board to consider appointing a broadband committee at their November 8<sup>th</sup> meeting to begin work in addressing the broadband needs in the county.

Commissioner Stiles suggested having the Social Services Board meeting separate from the commissioners meeting. The board will see how the next couple of meetings go before changing the meeting schedule.

Commissioner Stiles announced that he was appointed to the NCACC Legislative Goals Committee.

Commissioner Westmoreland thanked Cherokee County Schools for the donation of playground equipment from Marble School to Konehete Park.

The Social Services monthly board meeting will be placed at the beginning of the Commissioner's regular meeting agenda.

**X. Closed Session-**Motion made by Commissioner Stiles to go into closed session, pursuant to 143-318.11 to discuss a personnel matter, and to negotiate lease of county property. Motion seconded by Commissioner Dickey. Motion passed unanimously.

While in closed session the board met with a DSS employee, and also discussed proposed terms of lease of county property.

**XI. Open Session**

After returning to open session, there was no action taken on matters discussed in closed session.

**XII. Adjourn-Meeting adjourned at 8:30 PM.**

**THESE MINUTES WERE APPROVED AT A REGULAR MEETING OF THE  
CHEROKEE COUNTY BOARD OF COMMISSIONERS ON DECEMBER 3, 2018.**

*Cherokee County Board of Commissioners Meeting Minutes*

*November 8, 2018*

*6:30 P.M.*

*Cherokee County Courthouse*

Members present: Dr. Dan Eichenbaum, Chairman; Gary Westmoreland, Vice-Chairman; Cal Stiles, member; Roy Dickey, member; and C.B. McKinnon, member.

Staff present: Randy Wiggins, County Manager; Maria Hass, Assistant County Manager and Clerk to the Board; Candy Anderson, Finance Officer; and Darryl Brown, County Attorney.

**I. Call to order-Chairman**

The Chairman reminded members of their duty under the Local Government Ethics Act.

**II. Invocation**

**III. Pledge of Allegiance**

**IV. Modification of Agenda**

Motion made by Commissioner McKinnon to add "FBO Lease" as item "j" under New Business. Motion seconded by Commissioner Westmoreland. Motion passed unanimously.

Motion made by Commissioner Stiles to remove item "b" Budget Revision for Schools Request for Use of Sales Tax under Finance and Budget. Motion seconded by Commissioner Dickey. Motion passed unanimously.

Motion was made by Commissioner Eichenbaum to add "USFS Property for Campground" as item "k" under New Business. Motion seconded by Commissioner McKinnon. Motion passed unanimously.

**V. Agenda Adoption**

Motion made by Commissioner Westmoreland to adopt the agenda as modified. Motion seconded by Commissioner Dickey. Motion passed unanimously

**VI. Public Forum-No comments.**

## **VII. Board of Social Services Reports and Updates**

Director Amanda McGee gave an update on DSS programs and shared statistical reports for each program. She also discussed the transition and projected implementation of the NC FAST system.

## **VIII. Minutes**

- a) *June 18, 2018*-Motion to approve by Commissioner McKinnon. Seconded by Commissioner Stiles. Motion passed unanimously.
- b) *June 21, 2018*- Motion to approve by Commissioner Westmoreland. Seconded by Commissioner Dickey. Motion passed unanimously.
- c) *June 25, 2018*- Motion to approve by Commissioner Stiles. Seconded by Commissioner Westmoreland. Motion passed unanimously.
- d) *June 28, 2018*- Motion to approve by Commissioner Dickey. Seconded by Commissioner Westmoreland. Motion passed unanimously.

## **IX. Finance and Budget Items**

- a) Budget Revision for Emergency Management Grant (No county match)  
  
Motion made by Commissioner Westmoreland to approve. Seconded by Commissioner Dickey. Motion passed unanimously.
- b) Budget Revision for Rotary Contribution for Konehete Park ADA Swing Set  
  
Motion made by Commissioner Westmoreland to approve. Seconded by Commissioner Dickey. Motion passed unanimously.

## **X. New Business**

- a) *Tax Releases*-Motion made by Commissioner Dickey to approve. Motion seconded by Commissioner Westmoreland. Motion passed unanimously.
- b) *Tax Refunds*-Motion made by Commissioner Stiles to approve. Motion seconded by Commissioner McKinnon. Motion passed unanimously.
- c) *NCVTS Report*-Motion made by Commissioner McKinnon to approve. Motion seconded by Commissioner Stiles. Motion passed unanimously.
- d) *Wolf Creek VFD Request for Lease/Licensing Agreement*- Motion made by Commissioner Dickey to approve as amended. Motion seconded by Commissioner Stiles. Motion passed unanimously.

- e) *JCPC Membership Revisions*-Motion made by Commissioner Stiles to approve. Motion seconded by Commissioner Dickey. Motion passed unanimously.
- f) *Resolution to NCDOT Requesting Abandonment of a Portion of Taylor's Creek Road*-Motion made by Commissioner Stiles to approve. Motion seconded by Commissioner Dickey. Motion passed unanimously.
- g) *Broadband Committee Discussion*-Commissioner Stiles said that he would like the Board to form a Broadband Committee to begin planning for and pursuing grant funds. Motion made by Commissioner McKinnon to approve the following persons to serve on the Committee: Cal Stiles, Commissioner; Dr. Dan Eichenbaum, Commissioner; Randy Wiggins, County Manager; Paul Worley, Economic Development Director; Jeana Conley, Superintendent of CCS; and Tim Radford, owner of WKRK Radio. Motion seconded by Commissioner Dickey. Motion passed unanimously.
- h) *NCDOT Division of Aviation Airport Safety/Maintenance Agreement (No cost to county)*-Motion made by Commissioner McKinnon to approve agreement. Motion seconded by Commissioner Dickey. Motion passed unanimously.
- i) *NCACC Voting Delegate for Legislative Goals Conference*-Motion made by Commissioner Westmoreland to appoint himself as conference voting delegate. Motion seconded by Commissioner McKinnon. Motion passed unanimously.
- j) *FBO Lease*-After discussion, a Motion was made by Commissioner McKinnon to approve the proposed FBO lease for one year, as drafted by Mr. Gayland Trull of Blue Ridge Mountain Flyers, LLC. Motion seconded by Commissioner Westmoreland. Voting in favor of the Motion was Commissioners McKinnon, Westmoreland, Dickey, and Eichenbaum. Voting against the Motion was Commissioner Stiles. Motion passed 4-1.
- k) *US Forest Service (USFS) Property for Hanging Dog Campground*-After discussion, a Motion was made by Commissioner McKinnon to petition the USFS to convey 165+/- acres in and around Hanging Dog Campground for the purpose of reopening, maintaining, operating and expanding Hanging Dog Campground. Motion seconded by Commissioner Eichenbaum. Motion passed unanimously.

**XI. County Manager Items-None**

**XII. Chairman/Commissioner Items**

Commissioner Westmoreland gave an update on the Hanging Dog boat ramp paving project.

**XIII. Closed Session**-Pursuant to 143-318.11 (3), a Motion was made by Commissioner Stiles to go into closed session in order to preserve the attorney-client privilege between the attorney and the Board. Motion seconded by Commissioner Dickey. Motion passed unanimously.

**XIV. Open Session**

After returning to open session, a Motion was made by Commissioner McKinnon to adjust the salary line of the jail administrator position by an increase of \$8,500. Motion seconded by Commissioner Westmoreland. Motion passed unanimously.

**XV. Adjourn**

Motion made by Commissioner McKinnon to adjourn. Motion seconded by Commissioner Westmoreland. Motion passed unanimously. Meeting adjourned at 8:45 p.m.

**THESE MINUTES WERE APPROVED AT A REGULAR MEETING OF THE  
CHEROKEE COUNTY BOARD OF COMMISSIONERS ON JANUARY 7, 2019.**



***Cherokee County Board of Commissioners***  
***Regular Meeting Minutes***  
December 3, 2018  
6:30 P.M.  
Cherokee County Courthouse

Members present: Gary Westmoreland, Chairman; Roy Dickey, Vice-Chairman; Cal Stiles, member; C.B. McKinnon, member; and, Dr. Dan Eichenbaum, member.

Staff present: Randy Wiggins, County Manager; Candy Anderson, Finance Officer; and Darryl Brown, County Attorney and Acting Clerk.

Meetings can be viewed on the website of Local TV 4 and WKRC Radio's Facebook page.

**I. Ethics Statement**

*The Chairman reminded the Board of their duty under the Local Government Ethics Act".*

**II. Invocation**

**III. Pledge of Allegiance**

**IV. Modification of Agenda**

Motion made by Commissioner Dickey to add the following items to the agenda under New Business: a) Tri-County Community College Funding; f) NCVTS Report; and g) Amended Audit Contract. Motion seconded by Commissioner Stiles. Motion passed unanimously. .

Motion made by Commissioner Dickey to add a Closed Session to the end of the agenda to consult with the county attorney. Motion seconded by Commissioner Stiles. Motion passed unanimously.

**V. Agenda Adoption**

Motion made by Commissioner Eichenbaum to approve the agenda as modified. Motion seconded by Commissioner Stiles. Motion passed unanimously.

**VI. Public Hearing for Lease of Pool and Wellness Center**

Motion made by Commissioner McKinnon to go into public hearing. Motion seconded by Commissioner Stiles. Motion passed unanimously.

There being no public comments, a Motion was made by Commissioner Eichenbaum to close the public hearing. Motion seconded by Commissioner Stiles. Motion passed unanimously.

## **VII. Public Forum**

There were no public comments.

## **VIII. Board of Social Services Reports and Updates**

DSS Director, Amanda McGee gave her report and shared the department's statistical data and the performance measure data sets as it relates to the modified DHHS Memorandum of Understanding. After a lengthy presentation and dialogue with the board, a Motion was made by Commissioner McKinnon to set a regular meeting schedule for DSS Board meetings for the 3<sup>rd</sup> Thursday of each month at 6:30 PM. Motion seconded by Commissioner Dickey. Motion passed unanimously. DSS Meetings will be held at the DSS Building.

After further discussion, a Motion was made by Commissioner Stiles to table the modified DHHS Memorandum of Understanding. Motion seconded by Commissioner Dickey. Motion passed unanimously.

## **IX. Minutes-October 1 and October 15**

Motion made by Commissioner Stiles to approve the meeting minutes. Motion seconded by Commissioner Dickey. Motion passed unanimously.

## **X. New Business**

### **a) Tri-County Community College (TCCC) Funding**

Dr. Donna Tipton-Rogers came before the board to request an additional \$125,000 to cover operational funds to get through this fiscal year, due to Clay County pulling their funding from the college. A Motion made by Commissioner McKinnon to commit \$125,000 to TCCC for continuance of operational needs for this fiscal year. When an agreement is reached and Clay County resumes their funding, the college will reimburse the county. Motion seconded by Commissioner Stiles. Motion passed unanimously.

### **b) Pool and Wellness Center Lease**

Motion made by Commissioner Stiles to approve the pool and wellness center lease as presented. Motion seconded by Commissioner Dickey. Voting in favor of the Motion was Commissioners Stiles, Dickey, Westmoreland and Eichenbaum. Voting against the Motion was Commissioner McKinnon. Motion passed 4-1.

### **c) Health Department Fee Schedule**

Motion made by Commissioner McKinnon to approve the following fee schedule:

CPT	Name	Inpatient	Outpatient
11981	INSJ NON-BIODEGRADABLE DRUG DELIVERY IMP....	140.00	140.00
11982	REMOVAL NON-BIODEGRADABLE DRUG DELIVERY ....	162.00	162.00
11983	RMVL W/RINSJ NON-BIODEGRADABLE DRUG DLVR....	246.00	246.00
90473	IM ADM INTRANSL/ORAL 1 VACCINE	24.00	24.00
J0696	Injection, ceftriaxone sodium, per 250 mg	1.43	1.43
80198	DRUG SCREEN QUANTITATIVE THEOPHYLLINE	20.00	20.00
82575	CREATININE CLEARANCE	8.00	8.00
83655	LEAD LEVEL	24.00	24.00
85306	CLOTTING INHIBITORS PROTEIN S FREE	40.00	40.00

Motion seconded by Commissioner Stiles. Motion passed unanimously.

d) Tax Releases

Motion made by Commissioner Stiles to approve. Motion seconded by Commissioner Eichenbaum. Motion passed unanimously.

e) Tax Refund Report

Motion made by Commissioner Eichenbaum to approve. Motion seconded by Commissioner Dickey. Motion passed unanimously.

f) Cancel December 17<sup>th</sup> Meeting

Motion made by Commissioner Stiles to approve. Motion seconded by Commissioner Eichenbaum. Motion passed unanimously.

h) NCVTS Report

Motion made by Commissioner Stiles to approve. Motion seconded by Commissioner Dickey. Motion passed unanimously.

g) Amended Audit Contract

Motion made by Commissioner McKinnon to approve. Motion seconded by Commissioner Stiles. Motion passed unanimously.

**XI. County Manager Items-None**

**XII. Chairman/Commissioner Items**

Commissioner McKinnon would like to have a resolution on the January 7<sup>th</sup> meeting to request the USFS to release the Hanging Dog Campground property to Cherokee County.

Commissioner Westmoreland gave an update on the courthouse dome, saying that that the project is on track to re-install the dome in March.

**XIII. Closed Session**

Motion made by Commissioner Stiles to go into closed session following a five-minute break. Motion seconded by Commissioner Eichenbaum. Motion passed unanimously.

These minutes were drafted from video recording, therefore the closed session minutes will be drafted as a separate set of minutes and approved at a future meeting.

#### **XIV. Adjournment**

**THESE MINUTES WERE APPROVED AT A REGULAR MEETING OF THE  
CHEROKEE COUNTY BOARD OF COMMISSIONERS ON JANUARY 7, 2019.**